

SUPERVISING HEALTH EDUCATION COORDINATOR

DEFINITION

Under direction, plans, supervises, reviews, and evaluates the work of assigned professional, technical, and other support staff; coordinates and reviews activities to accomplish assigned public health intervention, promotion, and prevention programs; provides expert technical assistance to staff, program participants, and community groups; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the first full supervisory level in the health education coordinator series. The incumbent plans, organizes, trains, schedules, assigns and directs the work of professional, technical and support staff. In addition, the incumbent performs technical, complex or specialized duties in the support of public health intervention, promotion, and prevention programs. This class is distinguished from the Health Program Manager in that the latter has overall managerial responsibility for a variety of public health services and programs for the Public Health Department.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, conducts, and/or oversees community needs assessments and develops strategies to address identified needs.
- Identifies program priorities, goals, objectives, and target groups.
- Plans, organizes, assigns, reviews, evaluates, and directs the work of assigned professional, technical and support staff.
- Selects staff and provides for the orientation, training, and evaluation of staff; recommends discipline and other personnel decisions.
- Provides technical consultation and guidance to staff members on difficult client cases.
- Provides technical assistance in areas such as health program planning, implementation, and evaluation, to community agencies, coalitions, and other groups.
- Develops requests for proposals for contracted services; analyzes responses and makes recommendations to management for contractor approval.
- Negotiates contracts with grantors or other funding agencies, as well as with grantees or funded agencies, and administers the provision of contracts.
- Develops and implements program evaluation and contract monitoring techniques, forms, and procedures for funded programs.
- Prepares comprehensive program reports and program evaluations pursuant to contract and/or program requirements.
- Participates in program budget development, as well as cost tracking and projection.
- Ensures that assigned programs are in compliance with Health and Safety Codes, other state and federal laws, and local regulations and policies; coordinates programs with other public and private health and social service agencies.
- Coordinates staff support and prepares verbal and written reports for advisory groups on assigned educational programs
- Represents the County and the Department's programs before community councils and groups,

private agencies, and the public; makes oral and written presentations.

- Maintains accurate and complete records and files.
- Depending on program assignment, may be required to provide or oversee substance abuse counseling.

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QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, training, scheduling, work planning and evaluation, and disciplinary processes.
- Principles and practices of health program planning, development, implementation, and evaluation
- Principles and practices of substance abuse prevention, intervention, treatment, and recovery.
- Techniques for planning and conducting community needs assessments
- Federal, state and local laws and regulations concerning public health.
- Medical terminology and health/wellness practices relevant to assigned programs.
- Techniques for effectively serving individuals in various cultural and socio-economic groups.
- Community resources and agencies providing services to target populations.
- Research methodology and standard statistical methods and procedures.
- Business computer applications related to the work.
- Principles and practices of budget development, administration, and control.
- Grant application processes and/or other strategies for securing program funding.
- Principles and practices of contract negotiation, administration, and monitoring.

Skill in:

- Planning, organizing, assigning, directing, reviewing, and evaluating the work of others.
- Training others in program policies, regulations, and work procedures.
- Ensuring program compliance with laws, rules, and regulations.
- Researching and analyzing technical program information, evaluating alternative courses of action, and making sound recommendations for modifications or enhancements.
- Preparing clear and concise reports, correspondence, and other written materials.
- Maintaining accurate and complete records and files.
- Exercising sound independent judgment within established guidelines.
- Communicating effectively with citizen groups, various boards, commissions, and the public.
- Establishing and maintaining effective working relationships with those contacted in the course of the work, including clients, community groups, private agencies, and the public.
- Using computer equipment resources and business applications to support work.

Other Requirements:

Must possess a valid driver's license. Must be available for evening or weekend meetings or special events. Specific educational attainments or certifications may apply, depending on program assignment.

Education and Experience

Graduation from an accredited four year college or university with a Bachelor's degree in health, social services, psychology, public administration or closely related field, and either one year of experience in the County's classification of Health Education Coordinator, or three years of professional level experience coordinating or providing direct services in a health care, promotion, or prevention program. If the latter option for qualification application applies, a master's degree in a field as noted above may be substituted for one year of the three years specified professional level work experience. Lead or supervisory experience is highly desirable. Positions assigned to the Alcohol and Drug Program Division may require a certification/license as a substance abuse counselor, depending upon program assignment. Certifying agencies must be accredited by the National Commission for Certifying Agencies. Certifying agencies include: California Association for Alcohol and Drug Educators (CAADE), California Association of Alcoholism and Drug Abuse Counselors (CAADAC), California Association of Addiction Recovery Resources (CAARR), California Association of Drinking Driver Treatment Programs (CADDTP), California Certification Board of Chemical Dependency Counselors (CCBCDC), Forensics Addictions Corrections Treatment (FACT), Indian Alcoholism Commission of California, Inc., Breining Institute, Association of Christian Alcohol & Drug Counselors, and American Academy of Health Care Providers.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.